

## Required Supporting Documents for Recertification Applicants

<b>VIRGINIA BUSINESSES</b>	<b>SMALL BUSINESS</b>	<b>SMALL, WOMAN-OWNED BUSINESS</b>	<b>SMALL, MINORITY-OWNED BUSINESS</b>	<b>(NON-SMALL) WOMAN- OR MINORITY-OWNED BUSINESS</b>
<i>Proof of Identification</i>	√	√	√	√
1. <u>Proof of Number of Employees or Gross Receipts</u> : Employer's Annual or Final Summary of Virginia Income Tax Withheld (Form VA-6) or copies of your last two Payroll Ledgers. If you have no employees, provide a copy of your most recent personal or corporate income tax return filed. If your business has not been in existence for one year, please provide a copy of your Virginia Department of Taxation Registration (Form R-1).	√	√	√	NA
2. <u>Proof of Ownership, Capital Contribution or Investment</u> : ownership interest or contribution in the business demonstrated by copies of cancelled checks, deposit slips, or gift transfer documents; for corporations, copies of your completed stock certificate(s), stock ledger, and proof of stock purchase; if there has been no financial/tangible contributions or investments to the business, provide a written, detailed explanation of your ownership, contribution or investment in the company.	NA	√	√	√
3. <u>Organizational Documents</u> * (See below)	NA	√	√	√

NON-VIRGINIA BUSINESSES	SMALL BUSINESS	SMALL, WOMAN-OWNED BUSINESS	SMALL, MINORITY-OWNED BUSINESS	(NON-SMALL) WOMAN- OR MINORITY-OWNED BUSINESS
<i>Proof of Identification</i>	√	√	√	√
4. <u>Required by All Non-Virginia Businesses</u>	# 1 above	# 1, 2, and 3 above	# 1, 2, and 3 above	# 2 and 3 above
5. <u>License to transact business in Virginia</u> : Certificate of Authority to Transact Business in Virginia for corporations; Registration as a Foreign Limited Liability Company, Business Trust, Foreign Limited Partnership or Limited Liability Partnership; or Statement of Partnership Authority.	√	√	√	√
6. <u>Copy of Letter of Home-State Certification</u> (if applicable)	√	√	√	√

**\*Organizational Documents for:**

- Sole Proprietorships: Assumed Name Filing **or** Certificate of Fictitious Name (if filed)
- Corporations (stock or non-stock): Articles of Incorporation **and** Bylaws
- Limited Liability Companies: Articles of Organization, Certificate of Organization, **and** Operating Agreement (if available)
- Limited Partnerships: Operating Agreement, Partnership Agreement, **or** Buy-Out Rights Agreement (if available) **and** Statement of Partnership Authority or Certificate of Limited Partnership
- Partnerships: Operating Agreement, Partnership Agreement, **or** Buy-Out Rights Agreement (if available) **and** Statement of Partnership Authority
- Limited Liability Partnerships: Partnership Agreement, Operating Agreement **or** Buy-Out Rights Agreement (if available) **and** Certificate of Organization or Registration
- Joint-Venture: Joint Venture Agreement **and** Buy-Out Rights Agreement (if available)